

Department of Tax and Revenue

West Virginia Alcohol Beverage Control Administration

Mission

The mission of the West Virginia Alcohol Beverage Control Administration (ABCA) is to sell and control the use of alcoholic beverages and to enforce the laws and regulations regarding alcoholic beverages in the state of West Virginia.

Operations

Administrative Support

- Provide complete and accurate information regarding sales, inventories, and income to management and the public.
- Ensure that proper payment is made and received for products in a timely and accurate manner.

Enforcement and Licensing

- Ensure public safety through the enforcement of W.Va. Code §§11 and 60.
- Provide inspections, licensing, training, and enforcement to liquor and beer license holders.

Warehousing and Sales

- Provide timely and accurate shipments to licensed franchise retail outlets.
- Ensure control of bailment liquor inventory.

Expenditures

	TOTAL FTE POSITIONS 11/30/2003	FY 2003 ACTUALS	FY 2004 BUDGETED	FY 2005 REQUESTED	GOVERNOR'S RECOMMENDATION
EXPENDITURE BY PROGRAM					
Administrative Support	38.00	\$3,893,958	\$3,839,238	\$3,479,854	
Enforcement and Licensing	55.00	2,281,097	2,636,690	2,558,913	
Warehouse and Sales	27.12	1,299,539	1,926,366	1,435,000	
Less: Reappropriated		(149,408)	(778,527)	0	
TOTAL BY PROGRAM	120.12	7,325,186	7,623,767	7,473,767	7,473,767
EXPENDITURE BY FUND					
General Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
Subtotal: General Fund		0	0	0	0
Federal Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Subtotal: Federal Fund		0	0	0	0
Appropriated Special Fund					
FTE Positions		122.00	120.12	122.00	120.12
Total Personal Services		3,775,628	3,888,932	3,889,732	3,889,732
Employee Benefits		1,330,802	1,360,749	1,370,673	1,370,673
Other Expenses		2,127,977	2,852,613	2,063,362	2,063,362
Less: Reappropriated		(149,408)	(778,527)	0	0
Subtotal: Appropriated Special Fund		7,084,999	7,323,767	7,323,767	7,323,767
Nonappropriated Special Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		240,187	300,000	150,000	150,000
Subtotal: Nonappropriated Special Fund		240,187	300,000	150,000	150,000
TOTAL FTE POSITIONS BY FUND		122.00	120.12	122.00	120.12
TOTAL EXPENDITURES BY FUND		\$7,325,186	\$7,623,767	\$7,473,767	\$7,473,767

West Virginia Alcohol Beverage Control Administration
Programs

Administrative Support

Mission

The mission of the West Virginia ABCA Administrative Support staff is to provide complete and accurate information regarding liquor sales, inventories, income, and expenses to the management and the citizens of the state as mandated by the West Virginia Liquor Control Act and the Nonintoxicating Beer Act.

Goals/Objectives

- Maintain complete and accurate accounting records, and continue to improve our methods and skills in financial reporting.
- Continue to improve and enhance the capabilities of the ABCA computer network.
- Ensure compliance with all personnel rules and regulations.

Performance Measures

- ✓ Prepared accurate and up-to-date financial condition reports.
- ✓ Processed and mailed approximately 12,000 weekly, semimonthly, and monthly bailment inventory reports to liquor suppliers.
- ✓ Clients served: 71 distilleries, 160 retailers.

Enforcement and Licensing

Mission

The mission of Enforcement and Licensing is to provide the opportunity for citizens of West Virginia to obtain licenses to operate establishments that sell beer, liquor, and wine products to the general population and to assure that the laws and regulations are enforced to prevent misuse of alcoholic beverages as mandated by the West Virginia Alcohol Beverage Control Act and the Nonintoxicating Beer Act.

Goals/Objectives

- Provide licensing opportunities and services to other citizens of West Virginia who wish to sell liquor, wine, or beer to the general public.
- Counsel and educate successful licensees regarding the laws and regulations to assure compliance and successful businesses.
- Provide continual and effective inspections of licensed establishments on a routine basis to assist and ensure compliance with the laws and regulations.
- Conduct investigations regarding reported violations of the Alcohol and Beer Acts on an as-needed basis, and hold administrative hearings regarding violations that can result in imposed monetary penalties, suspension, or revocation of issued licenses.

Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2001</u>	<u>Actual</u> <u>2002</u>	<u>Estimated</u> <u>2003</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>
Retail licenses issued to sell liquor, wine, and beer	4,754	4,637	4,700	4,726	4,700	4,700
Inspections conducted per inspector	580	547	600	617	600	600
Amount collected in penalties and violations	\$136,275	\$252,036	\$200,000	\$239,206	\$250,000	\$250,000

Warehousing and Sales

Mission

Our mission is to stock within a state-operated warehouse alcoholic beverages for sale to West Virginia licensed liquor retailers as mandated by the West Virginia Alcohol Beverage Control Act, which is to operate the state's liquor wholesale business.

Goals/Objectives

- Assure that the desires of the citizens of West Virginia are met relating to product availability throughout the state by maintaining the proper amounts and mix of alcoholic beverage inventories.
- Assure that correct shipments are made to retailers who order from the West Virginia ABCA and that correct payments are received by the ABCA before releasing state inventory to the retailer as mandated by W.Va. Code §60.
- Assure that all liquor inventories are safeguarded until the time of delivery and transfer of ownership is made to the licensed retailer.

Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2001</u>	<u>Actual</u> <u>2002</u>	<u>Estimated</u> <u>2003</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>
Orders taken/shipped to retailers	8,268	8,527	8,500	8,885	8,900	8,900
Total cases of liquor ordered/shipped	523,998	524,157	525,000	533,141	535,000	535,000
Total amount of sales (in millions)	\$50.78	\$52.87	\$53.00	\$55.87	\$56.00	\$56.00